504 Help Wanted Office-Clerical

FULL TIME secretary for office, computer experience necessary. We are a garden center located approx. Hunt Rochester Rd & 31 Mile. Accepting interviews. Call for appt. Mon thru Sat 10-5 313-752-5740

GENERAL OFFICE
Clerical position for Westland firm. 18-20 hours per week. $5-$6/hour. Westland area. 728-0909

HOUSEKEEPER/BABYSITTER
Bloomfield area 12 noon/1pm to 6pm. 2 children ages 1 & 4. Must have own auto. References. 964-3300 334-8331 ask for Dawn

INSIDE REPS
PART-TIME
10 new part-time positions available at our new office in Livonia (Farmington area). Duties include phone contact with customers & order taking individuals. Ideal candidate possesses phone presence, be team players & possess strong desire for successful. Previous sales/service experience a plus. Excellent hourly rate + incentive program. Hours 1:30-6:30pm (Mon-Fri) & 9:30am-1:30pm (Sat) 4-8pm (5 days per week). Please indicate your preference in work hours & resume. Fax 261-8420

INSIDE REPS
P.O. BOX 2227
SOUTHFIELD, MI 48037

INSURANCE AGENT looking for an energetic person with people skills & casualty experience to assist agent at a Southfield State Farm agency. Ask for Agent 353-1400

KEYPUNCH OPERATOR
Top dollar for the right operators. Experienced minimum 18,000 sph, afternoon & midnight shifts, full-time & part-time hours available. 352-0227

LAW OFFICE SEEKS
bright, aggressive individual to do clerical, light bookkeeping, courier & other misc duties. Common sense & initiative are primary requirements. Please call Laurie at 357-2272

LEGAL SECRETARY - Experienced WordPerfect 5.1. Domestic. Salary negotiable. Call 9:30AM-3PM. Farmington Hills 851-7054

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. Offering personal placement services, temporary or permanent. Register now with THE agency for Legal Secretaries
ALL FEE EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Top pay.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY/TRAINEE
Full or part time, will train motivated person. Flexible hours. Downtown Detroit 963-7755

LEGAL SECRETARY
Needed for Southfield law firm with at least 2 yrs. personal injury experience. Must have WordPerfect experience. Top salary & benefits. Call 352-7777

LEGAL SECRETARY - Must be detail oriented with Probate & Divorce experience. WordPerfect proficiency required. Salary commensurate with skills. Send resume & salary requirements to 800, P.O. 1080 Woodward Avenue, Bloomfield Hills, MI 48304. Attn: Sandy

LEGAL SECRETARY/
ADMINISTRATOR ASSISTANT
Responsible, organized, good communicator. Will work with sole practitioner. WordPerfect
Law Offices of Dale Polzin
570 Wirth, Suite 231, Troy, MI 48084

LEGAL SECRETARY
Part time/full time hours, for Troy law firm. One or more years legal experience required. Salary commensurate with experience.
Send resumes to
PO Box 6726 Troy, MI 48099

LEGAL SECRETARY with 1 to 3 years personal injury experience for Farmington Hills law firm. Knowledge of WordPerfect a must. Send resume and salary requirements to Office Manager, 29800 Northwestern Hwy., Suite 250 Farmington Hills, MI 48334

LEGAL SECRETARY
Professional corporation in Bloomfield Hills has an opening for a full time secretary. Preference will be given to applicants with 5-7 yr. legal office experience. Must possess typing and secretarial skills, strong organizational skills, PC/Computer literate and experience self starter, experienced in Microsoft Word. Word Perfect a plus. Competitive salary & benefits package. Transcription experience helpful. Company offers good wage & benefit package. Resume & salary requirements to Box 1784
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY 1, 2 yrs litigation experience, WordPerfect 5.1 Must know rules & salary requirements to Office Manager, P.O. Box 530935, Detroit, MI 48253-0935

LEGAL SECRETARY wanted for Birmingham law firm. Must have litigation experience & knowledge of WordPerfect. Send resumes to 325 So. Woodward, Birmingham, MI 48009

LEGAL SECRETARY
needed for Farmington Hills law firm. Must be highly-organized with excellent grammar/spelling skills, proficient with WordPerfect 5.1 and have 2-1 years experience in corporate litigation matters. Resume/contact/salary
313-442-0510

LEGAL SECRETARY
Bloomfield Hills law firm needing highly motivated, professional detail-oriented individual with 3 years litigation experience. Word-Perfect experience and 70 wpm required. Send resume to
PO Box 6187
Bloomfield Hills MI 48303-0429

LEGAL SECRETARY - QUALIFIED, with min. 3 yrs law office experience in corporate, real estate, real estate corp. business law practice. Computer literate, proficient transcription & administrative skills, initiative & resource fulness required. Salary, skills perks + benefits
J.K.N. 31874 Northwestern Hwy
Farmington Hills MI 48334

504 Help Wanted Office-Clerical

LEGAL SECRETARY
A Full Service Agency
for the professional legal community
TEMP...TEMP TO PERM...PERM
Fee paid, exclusive, no charge resume service 9-5 pays you $$$.00

PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone 358-0060

LEGAL SECRETARY - Southfield insurance company seeks a hard working, motivated individual to assist corporate counsel. Candidate must have 1+ legal experience and a minimum typing of 60 wpm. Send resume & salary requirements to: Legal Secretary, P.O. Box 300, Southfield, MI 48037.

LEGAL SECRETARY
Farmington firm has firm wide opening for legal secretary with 1-3 yrs. experience in personal injury/medical legal. Must have excellent grammatical and word processing skills, able to work under pressure, dependability and flexibility. Competitive salary. Send resume to: Office Manager, 28545 Orchard Lake Rd., Farmington Hills, MI 48334

LEGAL SECRETARY
Busy Southfield law firm has an immediate opening for a full time assistant, qualified Secretary with several years of responsible legal experience. We are looking for a dependable, productive and flexible person with good typing and organizational skills. Experience with client billing systems, grammar, punctuation and verbal communication skills are essential. Compensation commensurate with qualifications. We provide only qualified applicants with resumes. Ask for Liz or Ruth 354-1140

Make An Appointment
Work in the clean atmosphere of a major advertising agency. Interact with clients and use your previous experience with word processing. Litigation and Trust a plus. Top money and benefits.
UNIFORCE SERVICES
Birmingham 646-7887
Southfield 357-0034
Livonia 473-2934

MANY JOBS
NOBODY TO FILL THEM
We have many clerical/technical assignments for the following classifications:
• A/P, A/R Clerks
• Secretaries with shorthand
• Receptionists
Future Force
TEMPORARY HELP SERVICES
528-8454

MATURE PERSON for full time entry level position with an engineering firm. Must be responsible, organized, with good driving record and not afraid to get involved. Duties include errands, blue printing and copying. Flexible hours including some evenings and Saturdays. Send resume to
Mark R.
34405 W 12 Mile, Suite 300
Farmington Hills, MI 48331

NINE ATTORNEY LAW FIRM
With prestigious clientele, conditions seeks legal secretary with minimum 3 yrs. legal experience & knowledge of WordPerfect. Must have excellent typing, grammar & good people skills. Salary as professional appearance & ability to relate well to people. Send resume with salary history. Contact Diane, 649-1100

NOW HIRING
OFFICE PERSONNEL
Top pay for your office experience. Immediate full and part time openings in all areas for the following skills
WORD PROCESSORS
TAX, REAL ESTATE, SOFTWARE
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERKS
LEGAL SECRETARIES
MORTGAGE PROCESSORS
2 Years experience.
Temporary to Permanent
We offer TEMPLIFE INSURANCE.
HOLIDAY PAY,
BONUSES. Call today for an appointment.
LIVONIA, 464-2100
SOUTHFIELD, 353-1300
AUBURN HILLS, 373-7500
NEVER A FEE
SNELLING TEMPORARIES

OFFICE ASSISTANT. Entry level, general clerical duties. Good phone skills. Flexible hours. Troy area.
Call Holly at, 649-1200

OFFICE Assistant Part-time, 2-5PM Word processing & good telephone manner. 2 yrs. experience. 584-3770. Call before 3pm only 338-9110

OFFICE/CLERICAL
Northville office needs experienced bookkeeper with excellent communication and computer skills for general office duties. Send resume
P.O. BOX 6660
Northville, MI 48167

Or call 349-6600
20-25 hrs per week. Evenings & weekends. Mature person. Apply in person 24006 W. Oak Dr. Novi

OFFICE CLERICAL - day shift, full time. Data entry, night shift, full time. Apply in person 23955 Freeway Park Dr., Farmington Hills. 10 Mile/Grand River area

OFFICE HELP/ERRANDS - part-time for busy real estate office. Should possess clerical skills. Must have own car for errands & should be familiar with the Birmingham/Bloomfield area. Great for high School/College Student. $5/hour
646-5370

OFFICE HELP
wanted - Detail ship experience preferred. Light lifting & part time, for appointment 538-2100

OFFICE PERSON
With good typing skills for sales. Must be a people person. Walled Lake area
(313) 669-7400

OUTSTANDING OPPORTUNITIES
Temporary, Temporary-Permanent
No Fees
Earn top dollars for your office experience. Currently seeking top notch office personnel. Word processing, data entry, Receptionists/Switchboard. Accounting/Bookkeeping. Great care program and benefits available. Call for an appointment
REMEDY TEMPORARY SERVICES
1-313-380-0800
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

OFFICE CLERICAL - MATURE, professional individuals required for rapidly growth oriented company. Office clerical experience required. Full or part time, non-smoker, full benefits. Send resume with salary requirements to: Box 1784, P.O. Box 3064, Farmington, MI 48332

OFFICE MANAGER needed to oversee office of multi-faceted sales office. Candidate must be a self organized self starter with good writing & verbal communication skills. Send resume to: ACD, P.O. Box 9147, Livonia, MI 48151, attn: Carmen Goetz

ORDER CLERK/SECRETARY
Typing, dictaphone, and excellent clerical skills (55-60 wpm) & 1 yr computer experience preferred. Call Bob/Ron for interview. Hours are 8:30-5:30. Salary dependent on experience. Must be personable & be detail oriented. Start at $7 per hr. Hourly increase after 90 Day. 2719, Farmington Hills, 48332

RECEPTIONIST
Part time position available. Telephone phone skills a must. Apply in person. Hope Nursing Care Center, 34410 Grand River, Farmington

RECEPTIONIST - PART TIME
(25 hrs per wk) Word processor, min 2 years experience, good communication skills for small law firm. Excellent benefits. Apply Northwestern parks J.K.N. 31874 Northwestern Hwy., Farmington Hills 48334

PART TIME OFFICE WORKER
Mature person with good clerical skills including computer experience, organizational abilities. Approx 10-12 hours per week. Contact Cindy Hastings CODA, 851-3780

PART TIME SECRETARY with pleasant phone manner. Typing & word processing skills required. Computer knowledge helpful. Send resume to Bristol Construction Corp. 4229 Martin Rd., Walled Lake, MI 48390

PART TIME Word Processor, WordPerfect 5.1 Letters, legal documents, memo's, etc. 12:30-5:30, Mon.-Fri. Please send resume to Riverside Corp. Attn Personnel, 1750 So. Telegraph, Suite 300, Bloomfield Hills, MI 48302

PROGRAM ADMINISTRATOR
Responsible for setting appointments, data base management, letters, logs, and follow up. Extremely professional phone skills, personable, very organized 30 hours per week. Apply at Beacon Hill
North Brothers Ford
33300 Ford Road, Westland

PROFESSIONAL
Expansion of residential property management company requires additional of experienced multi site Manager. Candidate must have proven record of strong administrative marketing & management skills. Excellent growth potential. Send resume to: Box 784
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

REAL ESTATE
Closing Secretary, experienced, for high volume Brighton real estate office. Excellent salary & benefits. Resume to: Personnel-S, 31000 Telegraph, Ste 210, Bingham Farms, MI 48025

FRONT LOBBY RECEPTIONIST
Bel and Bel Law Firm seeks Pleasant Apply West Bloomfield Returning and Professional Person. 6663 West Maple Rd., West Bloomfield

RECEPTIONIST/SECRETARY for Grosse Pointe law accounting firm. Computer and WordPerfect skills necessary. Send resume to D. E. P. O. 3238, Southfield, MI. 48037.

RECEPTIONIST/CLERICAL
Must have multi-line phone experience. Various office duties, heavy typing, good grammar & written communication skills required. Good benefits. Please send resume to ASL, 24433 Halstead Rd., Farmington Hills, MI 48335

RECEPTIONIST
One year experience necessary. Call Dave 537-7113

RECEPTIONIST/SECRETARY
Needed for sole attorney law office in Livonia. Experience or education required. Call 591-3737

RECEPTIONIST
Looking for responsible person to fill receptionist position in new Union Hills negotiation. Call 358-2732

RECEPTIONIST, must type, be efficient. Experience helpful, but not necessary for chiropractic office in Farmington Hills 471-7188

RECEPTIONIST
For Bloomfield Hills law firm. Experienced preferred. Salary & benefits. Call Sue Fritz 540-3333

RECEPTIONIST NEEDED 30-40 hrs/week. Telephone skills, word processing experience required. Pay negotiable. Call 482-6200

RECEPTIONIST/SWITCHBOARD
Join the creative atmosphere of the advertising agency. Room for help. Call Rita at UNIFORCE 848-8501

RECEPTIONIST: Part-time Mon-Fri, 9am-3pm. Answering 30 line system. Some computer experience required. Call Jeff 644-1430

RECEPTIONIST - part time permanent position as a receptionist for Call Sampar at Sampar Fashion.

RECEPTIONIST, Bookkeeper, Data Entry
Full time secretary for fast-paced mortgage company. Must be organized and consumer products firm. Competitive salary & benefits. Call Mary Ann, organizational skills, proficiency in WordPerfect & Lotus Shorthand a must. If you are a self starter, dependable, cheerful & enthusiastic call Mary Ann at Box 250310, Franklin, MI 48025-0310. Preference given to sales office background.

SALES SECRETARY
This is a challenging position and we are looking for a person who can assume all office duties. Conscientious worker required for busy sales office. Benefits include medical, dental & paid vacation. Livonia area. Call Dorothy at 462-9420 or fax 462-9424.

LIVONIA REAL ESTATE OFFICE, evenings and weekend. Secretary/Receptionist. Light typing. Call Jay Hughes 522-8000

BIRMINGHAM Gemologist is in need of a receptionist to work on a flexible part time hours, 3 days a week. Pleasant secretary & telephone up incoming appointments on the telephone 644-5828

RECEPTIONIST ENGLISH speaking secretary with good phone sales & word processing. Farmington Hills local. Call Ms. Ann 661-0300 Good pay, start immediately. Call Sandee Grove at 553-2000
Voice Mail # 7001

NATIONAL REAL ESTATE firm seeks a friendly and motivated, fast paced office. Must be proficient in WordPerfect, typing & telephone. Salary, 2-3 yrs experience preferred. Professional appearance a must. Call Ms. Gruber, Exec. 2000 Town Center, Ste 2100, Southfield, MI 48075

SECRETARIAL/CLERICAL
Full time, accounting & computer experience necessary. Farmington area 898-3474

SECRETARIES - We are looking for bright, energetic, self motivated candidates with multiple software capabilities. Knowledge of Lotus Word Perfect is helpful. Positions in Southfield, Auburn Hills, Grand Rapids. Great opportunity! Send resume to 18500 Middlebelt, Suite 240, Livonia, MI 48152

SECRETARY/BOOKKEEPER
For expanding west suburban company. Must be experienced & take Telegraph American Van. 255-8226

SECRETARY/BOOKKEEPER
Full or Part Time. Experienced!!! Light area. Skills required are typing 60 wpm, 10 key calculator, 1 year experience with computerized bookkeeping. Hard working! Pay starts at $1 Bos 85, Royal Oak, MI 48068

SECRETARY/BOOKKEEPER
needed for Southfield office. Job include typing filing general bookkeeping & payroll. Pleasant office. Send resuming with salary requirements to P.O. Box 2639, Farmington Hills, MI 48333

SECRETARY for Southfield law firm. Personal injury experience preferred. Must WordPerfect 5.1 Salary commensurate to experience. 559-3400

SECRETARY/GENERAL OFFICE
Must have excellent phone manner & good typing skills. Computer or accounting background a plus. Royal Oak area 398-2000

SECRETARY - General Office. $4.50/hr. Typing, filing, phone duties. Resumes A.T.S. P.O. Box 2342, Farmington Hills, MI 48333

SECRETARY/GENERAL OFFICE
Part time for non-smoking, Farmington Hills CPA office. Word Perfect, EXP required. Diversified duties. Ability to follow directions a plus. Call 553-1999

SECRETARY/NO FAULT para-legal, Farmington Hills. Experience typing & WordPerfect 5.1 Southfield 353-3600

SECRETARY/RECEPTIONIST
Part time Southfield law/tax home seeks individual with office experience including typing 569-0030

SECRETARY/RECEPTIONIST
Full time for Farmington Hills CPA firm. Typing & computer skills required. Send resume. P.O. Box 3426 Farmington Hills, MI 48333

504 Help Wanted Office-Clerical

RECEPTIONIST - With typing skills for Livonia area builder. Experience necessary, full time. Pay fair, commensurate with experience. Start Aug. 17th. Send resume to box 641 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST - part time real estate in Bloomfield hills seeks energetic individual with pleasant phone voice, multi line experience, typing experience and typing 40 wpm necessary. Weekends & flexible weekday hours.
Ask for Linda, 646-6000

RECEPTIONIST - assertive, intelligent, with excellent clerical skills (55-60 wpm) & 1 yr computer experience preferred. Call Bob/Ron for interview. Hours are 8:30-5:30. Salary dependent on experience. Must be personable & be detail oriented. Start at $7 per hr. Hourly increase after 90 Day. 2719, Farmington Hills, 48332

RECEPTIONIST
Part time position available. Telephone phone skills a must. Apply in person. Hope Nursing Care Center, 34410 Grand River, Farmington

RECEPTIONIST - PART TIME
(25 hrs per wk) Word processor, min 2 years experience, good communication skills for small law firm. Excellent benefits. Apply Northwestern parks J.K.N. 31874 Northwestern Hwy., Farmington Hills 48334

RECEPTIONIST Experienced person needed for busy Garden City beauty salon. Must be people oriented, have pleasant attitude & a polished image. Part-time position available 10-6 Tues. & Wed. & 9-1 for Melanie Graves. 422-8420

RECEPTIONIST needed for Southfield contemporary real estate firm. Excellent phone skills. Wordperfect, Lotus Knowledge helpful. Fax Resume to Bristol Construction Corp. Commercial Realty, 29300 Telegraph, Ste 110, Southfield, 48034 Attn. Office Manager

RECEPTIONIST

Several openings in the Plymouth Area. Multi-lines, good image, 30-50 wpm. Call Kathleen Personnel

ARBOR TEMPS 459-1156

RECEPTIONIST
Progressive eye care practice is seeking an enthusiastic, caring, people-oriented individual. Needs to have a willingness to learn & grow & be able to work 25-40 hours weekly. Pleasant working conditions, flexible hours & paid vacations.
Call Peggy
453-4871

RECEPTIONIST
Plymouth Township law firm requires good communication and phone skills. Will train. Excellent benefits, extra time off in the summer. Send resume to ALLAN K. ZIVIAN, 770 Amera Street, Plymouth, MI 48170. Attn Human Resources

RECEPTIONIST/
CUSTOMER SERVICE/
COORDINATOR
If you're a hard working team player, have HEAVY phone experience, you are good with people and DETAIL, call us! We need a self organized self starter to work at the center of activity, dealing with our customers and our design staff. No typing required. Pleasant office environment, plus Outstanding growth opportunity. Call Mark Winer and let's talk about your FUTURE
478-4477

RECEPTIONIST - Full time general office & phone. Fun, fast paced, retail environment. Call Mon-Fri, 9:30am-4:30pm 626-2548

ROCK FINANCIAL
The Mortgage Store

Receptionist/
Switchboard Operator
Responsible, dependable person for part-time position. Good public communications skills a must. Good salary & excellent benefits
Contact
T. Platts, at Rock Financial
30850 Telegraph, Suite 100
Bingham Farms, MI 48025
An Equal Opportunity Employer

SALES SECRETARY
Full time secretary for fast-paced sales department. Must be organized and consumer products firm. Competitive salary & benefits. Call Mary Ann, organizational skills, proficiency in WordPerfect & Lotus Shorthand a must. If you are a self starter, dependable, cheerful & enthusiastic call Mary Ann at Box 250310, Franklin, MI 48025-0310. Preference given to sales office background.

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This is a challenging position and we are looking for a person who can assume all office duties. Conscientious worker required for busy sales office. Benefits include medical, dental & paid vacation. Livonia area. Call Dorothy at 462-9420 or fax 462-9424.

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Full time, accounting & computer experience necessary. Farmington area 898-3474

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SECRETARY/BOOKKEEPER
For expanding west suburban company. Must be experienced & take Telegraph American Van. 255-8226

SECRETARY/BOOKKEEPER
Full or Part Time. Experienced!!! Light area. Skills required are typing 60 wpm, 10 key calculator, 1 year experience with computerized bookkeeping. Hard working! Pay starts at $1 Bos 85, Royal Oak, MI 48068

SECRETARY/BOOKKEEPER
needed for Southfield office. Job include typing filing general bookkeeping & payroll. Pleasant office. Send resuming with salary requirements to P.O. Box 2639, Farmington Hills, MI 48333

SECRETARY for Southfield law firm. Personal injury experience preferred. Must WordPerfect 5.1 Salary commensurate to experience. 559-3400

SECRETARY/GENERAL OFFICE
Must have excellent phone manner & good typing skills. Computer or accounting background a plus. Royal Oak area 398-2000

SECRETARY - General Office. $4.50/hr. Typing, filing, phone duties. Resumes A.T.S. P.O. Box 2342, Farmington Hills, MI 48333

SECRETARY/GENERAL OFFICE
Part time for non-smoking, Farmington Hills CPA office. Word Perfect, EXP required. Diversified duties. Ability to follow directions a plus. Call 553-1999

SECRETARY/NO FAULT para-legal, Farmington Hills. Experience typing & WordPerfect 5.1 Southfield 353-3600

SECRETARY/RECEPTIONIST
Part time Southfield law/tax home seeks individual with office experience including typing 569-0030

SECRETARY/RECEPTIONIST
Full time for Farmington Hills CPA firm. Typing & computer skills required. Send resume. P.O. Box 3426 Farmington Hills, MI 48333

504 Help Wanted Office-Clerical

SECRETARIAL/CLERICAL
Full time. Small company is looking for a experienced candidate with good typing, organizational & people skills. Knowledge of Word processing/Word Star is essential. Excellent benefits & pleasant surroundings. Position includes general office duties. Benefits included. Please send resume with salary requirements to Marketing Manager, 29777 Telegraph Rd., Suite 300, Southfield, MI 48076

SECRETARY NEEDED for Southfield commercial real estate firm! Salary based 2 years experience WordPerfect proficiency. Type 80WPM, with computer skills. Excellent benefits plus. Send resume to: First Commercial Realty, 29500 Telegraph, Ste 110, Southfield, 48034 Attn Office Manager

SECRETARY/
RECEPTIONIST
West suburban Detroit chiropractic program seeks experienced secretary/receptionist. Must learn quickly & be able to manage multiple tasks. Word processing experience, excellent phone manner & pleasant appearance are required. Send resume including preference for full or part time hours & minimum salary requirements to
Betsey Schock, Carrie Ann Chiropractic, Box 36475 S Main Rd
Livonia, MI 48154-1864
An Equal Opportunity Employer

SECRETARY
Responsible person for fast paced office work in Farmington. Typing & filing, answering phones, word processing. Hours are 9:30-5:30. Must be self-motivated & experienced. Salary commensurate. Call Ann Hastings Chiropractic Group, 2573 Rochester Rd., Ste #116, Rochester, MI, 48307

SECRETARY/SALES
Mature person wanted for part time office work in Farmington. Typing & sales experience preferred. Flexible hours. Must be 18 years old. Call 10am-6pm. 471-0320

SECRETARY/WORD PROCESSOR
Small office with pleasant working environment. Need self starter with office & organizational skills. Proficiency in WordPerfect 5.0 or 5.1 required. Competitive salary. Send resume to Mc Kenna Associates Inc. 3955 Hess Bech Dr. Rte 696, Farmington Hills, MI 48331. Attn. Full Service Agency
An Equal Opportunity Employer

SECRETARIAL - ENTRY LEVEL
Full time hours
$5.00 an hour to start
Call 522-2100

SELECTCARE
The full service HMO/PPO is recruiting for a full time Claims Adjudicator at our Troy office. Candidate must possess a minimum of 1 year experience in medical billing/claims processing. Must have knowledge of medical billing procedures, including CPT-4 and ICD-9-CM. Medical candidates should submit a resume specifying salary requirements to SelectCare Claims Adjudicator, 200 W. Big Beaver, Troy, MI. 48084.
We are a non-smoking facility. We practice of Equal Opportunity, qualified minority and female candidates are encouraged to apply

SERVICE ASSISTANT - Line & only auto insurance co. Strong typing ability, excellent communication skills & computer experience required. Send resume to PO Box 918, Bloomfield Hills MI 48303

SERVICE COMPANY looking for receptionist & general secretarial work, must have good phone skills & some computer experience
Call Bob at 475-3930

SHARED Professionals in Birmingham looking for Clerical Support and Live Assistant. 30 hours per week Mondays, Wednesdays & Fridays. Perfect friendly Call Lisa 258-6871

SMALL BUSINESS in Redford needs part time Data Entry, Phone, bookkeeping, computer skills helpful but not necessary. Pleasant work environment. PO Box 39296, Detroit, 48239

SMALL MANUFACTURER'S REP office is seeking a reliable individual for a challenging position. Must be self starter, organized, detail oriented, dependable. Involves product presentations, contact, processing quotations/orders, follow up & expediting. Computer experience required. Technical aptitude preferred. Salary commensurate with skills & qualifications. Send resume to Barbus Inc. 8020 W. Chicago, Ste 504, West Bloomfield, MI 48322

SWITCHBOARD
Major computer corporation needs competent operator with good experience and professional presentation. Call Gloria at UNIFORCE
473-2933

SWITCHBOARD OPERATOR
BALLPARK ENTERTAINMENT
535-3400

SWITCHBOARD OPERATORS - (permanent) needed. We offer long short and temp-to-perm assignments. Call Kathleen at
ETD Temporary Service 464-7078
An Equal Opportunity Employer

SWITCHBOARD/Receptionist
Temporary Position
For law firm in Southfield Bermingham office. Experience & sharp personality a must. Call Ms. Ann Cat Mon-Fri 9am-5pm Call Linda 645-1851

STANLEY STEAMER the nationwide carpet cleaning franchisor is looking to hire for a person with excellent skills to assume duties of newly established telemarketing department. Ideal candidate will be detail oriented. For more information contact Mark

TELEMARKETER - Part time home office seeking outgoing mature individual for telemarketing/secretarial duties. Knowledge of pharmacy a must. Non smoking. Part time/flexible hours. Base pay plus commission
582-2220, ext 2288

Wanted Now
Expanding Fortune 500 company has immediate opportunity for experienced word processors. Candidates are expected to have excellent English & 50 wpm. Benefits include Dental, Life & Health insurance. Top salary and benefits.
UNIFORCE SERVICES
Livonia • 473-2931
Southfield • 357-0034
Birmingham • 646-7662

WORD PROCESSING
SECRETARIES NEEDED
Immediate temporary assignments with Fortune 500 companies located in Farmington and Southfield areas

Experience in any of the following
• Microsoft Word for Windows
• Microsoft 5.5
• Display Write 4
• Profs
• Lotus with Allways

Call now for interviews
MANPOWER
TEMPORARY SERVICES
471-1870

WORD PROCESSOR
for full time position in 12 attorney firm. Experience required. Must have WordPerfect. Salary based on experience. Send resume & salary requirements to: Office Manager, 300 East Long Lake Rd., Ste. #200, Bloomfield Hills, MI. 48304

WORD PROCESSOR - experienced on WordPerfect & Lotus for busy Plymouth office. Varied duties Excellent communication skills & positive attitude. Send resume to Health Decisions Inc. 408 Plymouth Rd. Ste 270, Plymouth, MI 48170

505 Help Wanted Food-Beverage

NOW HIRING
BAR STAFF
WAIT STAFF
COOKS
Full or part time. Mt. Clemens & Woodward & 14 Mile

505 Help Wanted Food-Beverage

HUNGRY HOWIE'S has a position for experienced candidate with good typing, organizational & people skills. Knowledge of Word processing/Word Star is essential. Excellent benefits & pleasant surroundings. Position includes general office duties. Benefits included. Please send resume with salary requirements to Marketing Manager, 29777 Telegraph Rd., Suite 300, Southfield, MI 48076

ASSISTANT MANAGER
KYOTO'S Japanese Steak House
We are a growing multi-unit multi-concept restaurant company. We have an immediate opening for an assistant manager. For the right candidate this position has general manager potential in less than 9 months. We offer competitive starting salary, excellent bonus, a comprehensive benefit package which includes medical, dental & 401K pension plan. For interviews please call David Rooney Mon-Fri, between 10am-1pm 313-343-3200

ATTENTION - SERVERS WANTED
Full & part time days & evenings available. Apply Mon. thru Fri. 3-4pm. Ground Round. 30005 Orchard Lake Rd., Farmington

BAKER'S ASSISTANT
Experienced preferred. Full time Benefits. Immediate opening. Troy Call Michael 689-4109

BARTENDER/WAITPERSON
Part time
Clancy's Bar & Grill
477-7177

BATES HAMBURGERS - 33406 5 Mile, Livonia. 2 locations. 27955 Middlebelt, Farmington. Full & part time, meals included. Apply in person Mon-Fri 2-5 pm. 8am to 10am & 2pm to 5pm.

A PREMIER Steakhouse in Southfield is looking for Waiters & Dinner Wait Staff. Apply in person.
MOUNTAIN JACKS
SOUTHFIELD
26855 GREENFIELD RD.
(at 11 Mile)

BENNIGAN'S
Has positions available for
COOKS & DISHWASHERS
Apply in person 2-4pm daily
Great environment. Great benefits
Call 348-8311
Apply in person 2-4pm daily
Bennigan's Restaurant
4044 Fair Arbor Rd
Plymouth

BEVERLY HILLS GRILL
NOW HIRING
• SAUTE COOK
• GRILL COOK
• HOST PERSON
• WAIT PERSON
31471 Southfield Rd
Between 13 & 14 Mile Rds

BLIMPIE SUBS & Salads is now hiring. Competitive wages. Flexible hours. Must be 18. Apply in person. 30725 Grand River, Farmington Hills 2-4pm day or call 932-7130

BOB EVANS
New hiring. Grill Cooks, Servers, Bus Persons & etc. Apply within 32701 Grand River, Farmington
Across from Oakland Mall

BURTON MANOR in Livonia is hiring, part time help for busboys, runners, porters, parking attendants, waitstaff, banquet supervisor. Wages $4.50 to $4.75/hr + Excellent price helpful but will train. Flexible hours. Call Ms. Hoffman at 591-2900 or 477-2777 Schoolcraft between Levan & Newburgh

BUS POSITIONS full part time at W Bloomfield Country Club. Apply in person. 6651 Lone Pine Rd. (next to 5051 Orchard Lake Rd. (next to W Bloomfield high school) 855-1900

CAPTAIN WOLF'S
Permanent part time. 9:30am-2:30pm Mon-Fri. Call Mike at 227-9498 or 827-9491

CASHIER & KITCHEN HELP - full or part time for small carry out restaurant in Livonia. Farmington area
477-1720

CASHIER/SERVICE BARTENDER & Wait Staff. Apply in person. On the Tee. 29634 Middlebelt, Livonia. 425-8100

CHEF & COUNTER HELP
with catering experience for a growing Farmington Hills catering service
RICHARD & REISS
373 Pierce St
Downtown Birmingham

COOK
Experienced full time evenings. Apply within Fox Hollow Golf Club
in Plymouth 453-1832

COOK - EXPERIENCED Part Time. At golf course in Farmington. Must be able to work some Good wages. Free golf. Call 553-1000

COOK needed full time, will include Days & Afternoons. Must have experience. Apply in person at Friar of Shirley 453-2983

COOKS - Experienced
Full & Part time
Lunch & Dinner & evening shift. Rams Horn. 27235 Ford Rd Dearborn Heights 563-1331

COOKS Full time - Wait Staff part time are needed. Experience only. Apply in person. Dearborn Inn. 9415 A Telegraph. Dearborn Heights

Cooks
Very good pay. All shifts available. Rams Horn Restaurant 255-8882

COOKS Assistant Dishwashers. Must have experience & transportation. Serious inquiries only. Call Temporary Agency. Mon. thru Fri. 9am-noon 478-3644

★ COOK
SWEET LORAINE'S
Looking for an experienced person for our Southfield Cafe Good benefits. Apply in person 2.5pm Greenfield Rd. N of 13 Mile

DAVIO'S FAMILY RESTAURANT
Now hiring for all positions. Top pay, full part time. Flexible shifts. Green Acres Shopping Center 18 Mile at Dequindre. Apply in person 8 to 12 noon Bev Mon. 541-7670

Restaurant

Boston Chicken
is Coming to
Detroit
and we're flying High!

Soon everyone will be enjoying the luxury of home cooking with take home convenience. We're featuring rotisserie chicken, fresh-made side dishes, chicken pot pies and more.

We plan to open 8 new stores by the end of 1992. This tremendous growth has opened 20 management opportunities by the end of the year for

• STORE MANAGERS
• ASSISTANT MANAGERS
• KITCHEN SUPERVISORS

Qualifications include previous restaurant supervisory experience and ability to work in a fast paced environment.

We also have MANY other employment opportunities available. Boston Chicken will be hiring for line positions starting August 17th! Training class will begin August 31st! Watch for our recruitment ads coming soon to find out more!

If you have the drive and entrepreneurial spirit to lead with the nation's hottest new food service concept send resume for local interview to

Robin Snowden
BOSTON CHICKEN, INC.
1804 Centre Point Drive • Naperville, IL 60563
Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

COOKS & DISH STAFF
Experienced All shifts. Wanted immediately. The Lodge at Orchard Lake & Sale at the Grill. 683-9458

COOKS KITCHEN PREPARATION, HOST PERSONS & SERVERS
Apply within
DOB LEVANS
13911 Michigan, Livonia
No phone calls please

COOKS NEEDED - experienced, full time hours are a must.
Ask for Brenda. 981-1868

COOKS/PREP COOKS
WAIT STAFF, Receptionist
POSITIONS open for experienced outgoing quality individuals to work in a fast paced restaurant. Good working conditions with very competitive wages. Full/part time, day/evening positions available. D Sneehan Tavern, 43180 Grand River at Drake Rd 474-8484

COOKS-WAIT STAFF-BAR STAFF
Apply within Pierce Rendezvous Lounge, 1870 S Wayne Rd
Westland 728-9330

DELI HELP WANTED
Experienced part-time
Apply in person Greenfield Deli
Middlebelt & Ann Arbor Trail

★ DINING ROOM MANAGER
Busy 4 star Southfield restaurant is looking for an experienced manager. Full time, benefits. Good pay with benefits 557-3759

PREP COOK - no experience necessary. Will train. Full or part time. Tavern. 3808 N Woodward ½ mile N of 13 Royal Oak

PREP COOK - Part time, morning work required. Prepare & portion foods. Experience or interest in cooking a must.
Call Ms. Hoffman at 591-2900 or 477-2777 Schoolcraft between Levan & Newburgh

RESTAURANT
MANAGER
Full menu family restaurant seeks manager for local unit. To $33,000 + bonus. Excellent benefits. Great opportunity 2-5 yrs management experience. 455-7210
Steven J Greene Personnel

ROCHESTER HILLS RESTAURANT
Now hiring for all positions. Wait Staff & Bussers. To join our creative team. Call Rick Chuck 853-7333

BANQUET SET-UP
Nighttime Janitorial Banquet Up. Applicants must be independable & willing to work
Reliable hours. Apply at
Laurel Manor Banquet and
Conference Center, 29000
Schoolcraft Rd., Livonia
462-0770

SEEKING qualified Stock and General Maintenance cafeteria worker. Excellent pay, benefits. Hours within Du Jours. 41100 Plymouth Road, Plymouth

STEAK & ALE is now accepting applications for full & part time Service Assistants & Cashiers. Apply at Cooks Apply in person at 27590 Orchard Lake Rd. Farmington Hills

THE MOOSE PRESERVE
NOW HIRING
BUSSING/DISHWASHING
COOKS - 40 hrs
DOOR PERSONS
HOST/HOSTESS
Good pay, health insurance, good benefits. Apply in person Mon.-Fri. 3-5pm. Wed. & Thurs. 11:30-1:30 at 2295 Woodward Ave., Bloomfield Hills
YOU WILL LIKE THIS JOB

WAIT PERSON
Full or Part time
Apply in person
44515 Ann Arbor Rd. at Sheldon

WAITPERSON
Full time day & night shift. Apply in person. The Box Bar & Grill. 777 W Ann Arbor Trail, Plymouth

WAITPERSONS WANTED
For dee, high traffic. Ask for Harold after 2pm